

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, JUNE 3, 1999  
8:15 A.M.**

Commissioners Present: Kathy Campbell, Chair  
Linda Steinman  
Bob Workman  
Bernie Heier  
Larry Hudkins

Others Present: Kerry Eagan, Chief Administrative Officer  
Dave Kroeker, Budget & Fiscal Officer  
Bruce Medcalf, County Clerk  
Gwen Thorpe, Deputy County Clerk  
Ann Taylor, County Clerk's Office

**AGENDA ITEM**

**1 APPROVAL OF STAFF MEETING MINUTES OF TUESDAY, MAY 25, 1999  
AND THURSDAY, MAY 27, 1999**

**MOTION:** Steinman moved and seconded approval of the Staff Meeting minutes of Tuesday, May 25, 1999 and Thursday, May 27, 1999. On call Steinman, Heier, Hudkins and Campbell voted aye. Workman was absent from voting. Motion carried.

**2 ADDITIONS TO THE AGENDA**

- a. Service Awards for County Employees
- b. Rural Address Committee Update

**MOTION:** Steinman moved and Heier seconded approval of the additions to the agenda. On call Steinman, Heier, Hudkins, Workman and Campbell voted aye. Motion carried.

**ADDITIONS TO THE AGENDA**

- a. Service Awards for County Employees

The Commissioners all indicated plans to attend the awards luncheon scheduled for 12 p.m. on Tuesday, June 8<sup>th</sup> at the County Extension Office.

### **3 PROPOSED APPOINTMENT OF GEORGIA M GLASS AS CITY/COUNTY PERSONNEL DIRECTOR** - Gina Dunning, Mayor's Chief of Staff

Gina Dunning, Mayor's Chief of Staff, briefly reviewed the background and qualifications of Georgia Glass, the Mayor's selection for the position of City/County Personnel Director.

**NOTE:** The Board will take action on this appointment at the Tuesday, June 8<sup>th</sup> County Board of Commissioners Meeting.

Brief discussion took place on the Planning Director vacancy, with Dunning indicating that national advertisement of the position will target the southwestern and western regions of the country, which have similar growth patterns.

Kerry Eagan, Chief Administrative Officer, suggested that an advertisement for the position also be placed in the *National Association of County Officials County News* publication.

Campbell requested that monthly meetings between the County Board Chair; County Board Vice-Chair and the Mayor be reinstated.

### **4 BUDGET UPDATE** - Dave Kroeker, Budget & Fiscal Officer

#### District Court Clerk Budget (Agenda Item 9a)

Elly Carrico, Deputy District Court Clerk, appeared to request an additional appropriation from the Microcomputer Fund for 55 copies of emulation software, at a cost of \$9,422.30, necessary to convert to the Judicial Users System to Improve Court Efficiency (JUSTICE) system by June 21<sup>st</sup> (Exhibit A). She noted there will be a 66% reimbursement of costs for the Clerk of the District Court, District Court Referee, and the District Court Referee's bailiff.

Eagan stated this year's Microcomputer Fund Budget is depleted, so funding of the request will be from the Fiscal Year 1999-2000 Microcomputer Fund Budget.

**MOTION:** Hudkins moved and Heier seconded to authorize the expenditure from the Fiscal Year 1999-2000 Microcomputer Fund Budget.

Dave Kroeker, Budget & Fiscal Officer, suggested creation of a separate line item in the Information Services Budget for costs related to the Clerk of the District Court's conversion project.

**AMEND:** The maker of the motion and the seconder agreed to amend the motion to authorize the expenditure from the Information Services Fiscal Year 1999-2000 Budget. On call Hudkins, Heier, Steinman, Workman and Campbell voted aye. Motion carried.

Ron Brooks, Information Services Systems Development Coordinator, reviewed the following (Exhibit B):

- \* A memorandum from Daryl Wusk, Administrator of the Nebraska Health and Human Services System (HHS) Child Support Enforcement Unit
- \* State/Lancaster County JUSTICE Project
- \* Options and estimates to interface to CHARTS and make the Clerk's Automated Receiving and Tracking System (CARATS) Y2K compliant

Carrico indicated that the State's Children Have a Right to Support (CHARTS) system is scheduled to be operational on July 1<sup>st</sup>. The Clerk of the District Court's conversion to JUSTICE will allow transmission of child support data to the State via a JUSTICE/CHARTS interface, eliminating the need for manual reporting.

Doug Thomas, Information Services Director, noted that juvenile and tax foreclosure cases will remain on CARATS, so Y2K changes to that system are still necessary.

Board consensus to only approve \$22,500 to make CARATS Y2K compliant, indicating that the State must take steps to make the JUSTICE and CHARTS systems work by the stated deadlines.

Carrico also requested authorization to order MICR printer supplies for the coming year (Exhibit A), noting that funds for this expenditure were included in the Clerk of the District Court's Budget.

Kroeker referred Carrico to the Purchasing Department for placement of the order.

## **5 COMMUNICATIONS TOWERS** - Jennifer Dam and Mike DeKalb, Planning Department

Jennifer Dam, Planning Department, presented slides and photographs depicting examples of cellular towers in Lancaster County, and the cities of Bellevue, Papillion and Gretna.

Brief discussion took place with the following suggested for inclusion in a Personal Wireless Services Ordinance :

- \* Require screening for towers located in close proximity to urban areas
- \* Require security fencing along tower base
- \* Develop design standards for equipment housing units

Campbell suggested that an overview be provided to Lancaster County Village Clerks and representatives from their Planning Departments, once an ordinance is drafted.

## **6 SYSTEMS FURNITURE FOR JUSTICE AND LAW ENFORCEMENT CENTER** - Steve Flanders, Project Manager

Steve Flanders, Project Manager, presented a summary of costs for furniture and courtroom technology for the Justice and Law Enforcement Center (Exhibit C). He requested authorization to proceed with the ordering of systems furniture for that facility.

Flanders predicted that further review of furniture requests could result in a reduction of costs in the range of \$50,000 to \$100,000. Jury box chairs and pneumatic chairs for conference rooms are two of the items undergoing review.

**MOTION:** Steinman moved and Workman seconded to approve the systems furniture for the Justice and Law Enforcement Center. On call Steinman, Workman, Hudkins, Heier and Campbell voted aye. Motion carried.

## **CONTINUATION OF BUDGET UPDATE**

### Additional Appropriations

Kroeker briefly reviewed the following (Exhibit D):

- \* *Lancaster County, FY99 Projected Additional Appropriations*
- \* *Lancaster County, FY99 Requested Additional Appropriations*

Kroeker explained that cost of living adjustments are budgeted for in the General Fund, rather than agency budgets. If agencies do not realize savings in other areas of their budgets, additional appropriations are required.

Kroeker indicated that the following items will be scheduled on the agenda for the Tuesday, June 8<sup>th</sup> County Board of Commissioners Meeting:

- \* Setting of a public hearing for June 15<sup>th</sup> to increase appropriations for Bridge & Special Road, Relief/Medical Fund, Grants Fund, Community Mental Health and the Weed Control Fund
- \* A resolution transferring appropriations from the Workers' Compensation Loss Fund Budget to the Workers' Compensation Safety and Training Budget in the Amount of \$3,200
- \* A resolution transferring Appropriations from the General Fund Miscellaneous Budget to various General Fund agencies

### Fire District Budgets

Kroeker presented a draft of a memorandum from the County Board to the Lancaster County fire districts addressing Fiscal Year 1999-00 Fire District Budgets (Exhibit E).

The Board requested that Kroeker review the fire district budgets with the County Board at 10 a.m. on Tuesday, August 3, 1999.

Steinman stated it was reported at the Yankee Hill Neighborhood Association Annual Meeting that the Lincoln Fire Department plans to provide ambulance service, which will eliminate Rural/Metro Medical Services' operating base. She noted this could impact the budgets of those rural fire districts that contract with Rural/Metro Medical Services for ambulance service.

**MOTION:** Steinman moved and Hudkins seconded to authorize sending the memorandum, with the Chair's signature, to the Lancaster County fire districts. On call Steinman, Hudkins, Workman, Heier and Campbell voted aye. Motion carried.

**7 ANNUAL NOXIOUS WEED CONTROL REPORT** - Russ Shultz, Noxious Weed Control Authority Superintendent; Mitch Coffin, State Department of Agriculture

This item was dropped from the agenda.

**8 PENDING LITIGATION** - Doug Cyr, Deputy County Attorney

**MOTION:** Hudkins moved and Heier seconded to enter Executive Session at 10:04 a.m. for discussion of pending litigation. On call Hudkins, Heier, Workman, Steinman and Campbell voted aye. Motion carried.

**MOTION:** Hudkins moved and Steinman seconded to exit Executive Session at 10:15 a.m. On call Hudkins, Heier, Workman, Steinman and Campbell voted aye. Motion carried.

**9 ACTION ITEMS**

- a. Microcomputer Request C#99146, from the Clerk of the District Court for \$9,278.44 from the Microcomputer Fund for 54 Copies of AS400 Evaluation Software

This item was moved forward to Agenda Item 4.

- b. Request from the Personnel Department to Include Flexible Employee Benefit Account (FEBA) Information with Paychecks

**MOTION:** Steinman moved and Hudkins seconded approval of the request. On call Steinman, Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

**10 CONSENT ITEMS**

- a. Vacation Request from Bill Bonacker, Community Mental Health Center Interim Director, for Wednesday, June 2, 1999; Monday, June 28 through Thursday, July 1, 1999

**MOTION:** Steinman moved and Hudkins seconded approval. On call Steinman, Hudkins, Heier, Workman and Campbell voted aye. Motion carried.

The Board requested Kerry Eagan, Chief Administrative Officer, to ascertain who will assume Bonacker's duties during this absence.

## **11 ADMINISTRATIVE OFFICER REPORT**

### a. Hispanic Leadership Conference

Attendance at the Hispanic Leadership Conference will be as follows:

- \* June 3<sup>rd</sup> - Workman
- \* June 10<sup>th</sup> - Heier
- \* June 17<sup>th</sup> - Campbell

### b. Service Awards for Part-Time Employees

Eagan reported that Joyce Hall, part-time employee in the County Extension Office, has inquired whether service awards will be given to part-time employees this year. He noted that the County Board discussed the issue last year, and decided to continue the policy of only issuing service awards to full-time employees.

The Board requested that information with regards to the number of eligible part-time employees and estimated cost of providing awards for this employee class be provided to the Board for consideration of policy changes for the coming year.

The Board also requested that Pat Kant, Personnel Coordinator, research the City's service award policy and report back to the Board.

## **ADDITIONS TO THE AGENDA**

### b. Rural Address Committee Update

Eagan reported briefly on the progress of the Rural Address Committee, noting that formal recommendations will be presented to the County Board within the next three months. He stated it was discovered that address standards were developed in 1984, but never formally adopted.

Eagan also reported the following:

- \* \$30,000 has been budgeted in the Keno Fund Budget to hire an intern and purchase equipment necessary to update addresses using a geocoding database
- \* Building & Safety has been requested to assume responsibility for assigning addresses in the future
- \* Jim Densberger, Mutual Aid Association, has agreed to serve on the committee

Eagan indicated that a decision will need to be made as to whether to require rural citizens to post street addresses.

Hudkins remarked that there will be considerable resistance in the rural areas to a proposal of this type.

## **12 DISCUSSION OF BOARD MEMBER MEETINGS**

- a. Lancaster Manor Advisory Committee - Workman

Workman reported that salaries and staff retention were discussed. He noted that Larry Van Hunnik, Lancaster Manor Administrator, has requested the Personnel Department to increase the salary for the position of Nurses' Aide.

- b. Ecological Advisory Committee - Heier

No report was given.

## **18 EMERGENCY ITEMS AND OTHER BUSINESS**

Pat Kant, Personnel Coordinator, appeared to inquire about participation by the Personnel Department on the committee to develop a policy for payroll deductions and disbursement of information with employee paychecks.

The Board suggested that Kant consult Bruce Medcalf, County Clerk, regarding the committee.

## **19 ADJOURNMENT**

By direction of the Chair, the meeting was adjourned.

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Bruce Medcalf  
Lancaster County Clerk